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Approved For Release 2001/05/01 : CIA-RDP80-01826R000900070016-3

SUGGESTED OUTLINE

DRAFT

1 July 1955

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INDIVIDUAL CAREER DEVELOPMENT PLAN

Name _____

Position Title _____

Grade _____

Organizational Title
and Component _____

PART I

A. Analysis of Experience in CIA

1. Type of Work

Give a brief summary of the type of work you have done in the Agency. Was your work in a staff or operational capacity, and in what functional fields have you had experience in CIA?

2. Responsibilities

Describe the general type and level of responsibilities which your duties involved. In the performance of your assigned duties did your responsibilities include, for example, supervision of groups of personnel, office management, research, planning, development of policies and procedures, or preparation of reports, staff studies or regulatory issuances?

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3. Work Associations or Liaison

Did your work experience in CIA involve working or planning collaboration or liaison with officials of other agencies or other components of CIA? If so at what echelon?

4. Presentation of Ideas

Did your duties involve describing programs or projects ~~or~~ ~~projects~~ orally, speaking before special groups, conducting meetings or conferences, or other activities which involved experience in the presentation of ideas to others?

5. Scope of Experience

Has your experience in the Agency provided you with a extensive or limited knowledge of the organization and functions of the Agency or various components of the Agency?

Note: The analysis of experience in CIA should in brief be a summary of knowledges gained in your assignments in CIA. Your specific assignments and job titles should be listed in your biographic brief.

B. Career Interest or Interests

1. Area of Work

Write a brief statement indicating the general area of work in which you are interested and intend or, think you might like, to follow in the future. Give reasons.

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2. Functional Field

Indicate the particular type of work within the above-mentioned area of work in which you are interested.

3. Preference for Type and Level of Assignment.

Indicate your preference for type and level of assignment and state preference, if any, for Agency organization component, Division, Staff or Office.

Note: Discuss your career interests for the next 3 to 5 years and indicate long-range objectives if possible or desirable.

C. Experience, Training or Knowledges Needed.

Discuss the types of work experience, training or knowledges which you consider that you will need on a long-or short-range basis in order to further your career interests.

D. Suggested Plans

Outline suggested plans for the next 3 to 5 years. Include plans for reassignment or retention in present assignment; and on-the-job or formal training, individual study, or job rotation if such activities are anticipated. Give approximate dates and describe any conditions or circumstances which may be determining or limiting factors to the plans which are suggested.

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PART II

Supervisor's Comments and/or Recommendations

*Part II & III, I & II
will need to be
changed as appropriate
JH.*

Date: _____

Supervisor's Signature _____

* * * * *

PART III

Personnel Career Planning Committee Recommendation

Date: _____

Signature _____

Chairman, Personnel Career Planning
Committee

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(When filled in)

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PART IV

Personnel Career Service Board Recommendation (if appropriate)

Date: _____

Signature _____

Executive Secretary
Personnel Career Service Board

* * * * *

PART V

Approval Action

☐ Career Plan Approved as Outlined in Part I

☐ Career Plan Approved as Modified by Personnel Career Planning Committee

☐ Career Plan Approved as Modified by Personnel Career Service Board

☐ Career Plan Approved with Following Provisions:

Date: _____

Signature _____

Director of Personnel

~~(When Filled in)~~

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